

## VOLUME I

### POSTAGE METERS

#### CHAPTER 6

##### PART I

##### MPO POSTAGE METERS

600. PURPOSE. This section, in conjunction with Part 144, DMM (reference (i)), establishes policies and procedures for conducting postage meter operations at MPos. Specific instructions are provided for the procurement, control, and operation of postage meters, to include the remittance of funds and reports to USPS.

601. GENERAL.

1. Postage meters are furnished to MPOS primarily to provide a means of selling larger denominations of postage instead of stamps. Imprints made on gummed tape by postage meters are placed on articles being mailed as evidence of postage payment. A postage meter consists of a head and a base that are used together. The meter head prints the value of postage on a special tape designed for this purpose. The base operates the meter head. The meter head is the smaller of the two pieces and is designed to fit on the base (see figure 6-1 for meter base components and figure 6-2 for meter head components).

2. Postage meters can be requested by MPOS if parcel mail volume warrants. Postages meters and dies shall be procured as prescribed in DoD 4525.6-C (reference (m)). Postage meter equipment is assigned to a specific post office or finance unit and may not be transferred to another post office without the approval of the accountable postmaster (via JMPAs). Paragraph 608 covers procedures for sending in malfunctioning meters that are still required by the activity holding them. Functioning meters will not be turned into the accountable postmaster by any activity since another activity (possibly another service) may have a need for them. Activities wishing to turn in excess functioning meters must send a message to JMPAs, requesting disposition instructions.

3. PS Form 3602-PO shall be used to report meter sales to the accountable postmaster, record daily meter register readings, and report postage meter settings. These forms are issued in pads of 100 forms in triplicate and shall be requisitioned from the serving postmaster by letter (See DoD 4525.6-C). All PS Forms 3602-PO within a pad are accountable, serially numbered, and shall be issued in consecutive order. A separate pad shall be used for each meter operated at a post office. If a form is spoiled in any manner, all three copies shall be marked "Void" and the original forwarded to the accountable postmaster. The duplicate copy shall be retained, intact, in the pad and the triplicate copy destroyed.

602. CUSTODY-OF METERS

1. The designated COPE at activities where postage meter equipment has been issued is responsible for the meter, meter setting keys, meter tools, operating lever keys, manufacturer's meter seals, and sealing presses.

2. Two keys for unlocking the operating lever of the meter base shall be furnished with each meter. One key shall be made available to the operating clerk during each business day; the other key shall be retained by the COPE in a sealed envelope, PS Form 3977, bearing the signatures of a person designated to operate the meter and the COPE. Meter seals and tools for setting and sealing the meter shall remain in the possession of the custodian and not made available to postal clerks.

3. When not in use, meter heads, keys, seals, and tools shall be stored in safes, to which only the responsible custodian has the combination. Meter heads shall be packed in their equipment cases when safe size allows.

4. When it is impractical to have the COPE issue the meter and operating lever key to the operating clerk (e.g., the meter is operated at a location away from the COPE's duty station, or the COPE is unavailable, postal commanders shall designate in writing a PC, or if none is available, a commissioned, warrant, or noncommissioned officer to serve as meter custodian. Meter custodians so designated shall follow the operating instructions and accounting procedures for COPEs detailed in this chapter; however, they are NOT AUTHORIZED TO SET OR OPERATE meters. (See paragraph 607.1).

5. Meter operators are responsible for locking the meter when not in use and safeguarding the key. During short absences, the operating clerk shall lock the meter base operating lever; during longer absences, such as for lunch, the clerk may release the meter to another clerk for operation. When so released the following procedures are required:

a. The ascending and descending register readings shall be written on the reverse of the triplicate copy of PS Form 3602-PO and verified and initialed by both clerks.

b. The regular clerk shall obtain a receipt on PS Form 1096 for any cash that may be turned over to the substitute clerk for making change.

c. When the regular clerk returns, the register readings shall be noted and verified in the same manner. The ascending and descending meter readings shall be subtracted to determine the amount of meter sales for which the substitute operator is responsible.

d. The substitute operator shall turn over to the regular operator all funds received from meter sales during the time he or she operated the meter and the change fund (if any) received from the regular operator. The regular operator shall include these funds with the remittance at the end of the business day.

e. The substitute clerk shall obtain a receipt on PS Form 1096 for any cash turned over to the regular clerk.

6. Meter operators are responsible for all postage printed while in their custody. Tolerance limits do not apply to meter operations. Shortages shall be processed as outlined in Chapter 14, paragraph 1403.5. If a clerk

only operates a meter, any overage shall be remitted with the current day's business. A letter of explanation shall accompany the submission explaining the reason the remittance and the PS Form 3602-PO do not match.

603. ISSUING METERS FOR BUSINESS,

1. The COPE or meter custodian shall:
  - a. Enter the date, meter number, and the beginning ascending and descending register readings on the PS Form 3602-PO.
  - b. Change the date of the meter postmarking die.
  - c. Verify the entries on the PS Form 3602-PO with the clerk accepting the meter and initial all three copies of the form on the "Supervisor" line.
  - d. Release the meter and operating lever locking key to the meter operator.
2. The clerk accepting the meter shall:
  - a. Verify the entries on the PS Form 3602-PO with the readings of the ascending and descending meter registers.
  - b. Initial all three copies of the PS Form 3602-PO on the "Meter Operator" line.
  - c. Retain the triplicate copy of the PS Form 3602-PO. The original and duplicate copies of the PS Form 3602-PO shall be retained in the book by the COPE.

604. METER OPERATIONS.

1. Postage meter postage shall be used primarily for parcel post and registered mail. Occasionally, clerks may sell meter postage for use on letters; however, meter postage normally should not be used as a substitute for regular postage.
2. Clerks shall affix the meter tape to parcels or letters in the presence of the mailer at the time of the transaction. As an exception, meter tapes may be sold in a reasonable number (not more than 5) for philatelic purposes. Philatelic tapes may not be issued for less than 5 cents.
3. Clerks shall use two or more tapes to cover postage that exceeds the maximum amount a single meter tape will print. For example, if the total postage is \$12.50, one meter tape could be for \$9 and the second for \$3.50. Both tapes shall be affixed properly to the parcel or letter in accordance with Section 122.37, DMM (reference (i)).

605. CLOSURE OF DAILY METER BUSINESS.

1. At the close of the business day, the meter operator shall:

a. Return the meter, operating lever locking key, the funds for postage sold, (during the business day these funds may be maintained with stock funds), and unused meter tapes issued in error to the COPE or meter custodian.

b. Verify entries on PS Form 3602-PO made by the COPE against the ascending and descending meter register readings. Sign all three copies of the PS Form 3602-PO on the "Meter Operator" line.

2. The COPE or meter custodian shall:

a. Reinsert the meter operators copy (triplicate) of the PS Form 3602-PO into the PS Form 3602-PO book. Record the ending ascending and descending meter readings on the PS Form 3602-PO for that day. Subtract both columns, then compare these totals, which should be equal. The cash received from the meter operator and unused meter tapes shall equal this total and shall represent the total sales for the business day.

b. Verify all entries made on the PS Form 3602-PO and sign-all three copies on the "Supervisor" line. Both the meter operator and COPE shall also print their name and rank next to their signature (figure 6-3).

c. Prepare a PS Form 1096 for all funds received from the meter clerk in duplicate. Give the original copy of PS Form 1096 and the completed triplicate copy of the PS Form 3602-PO to the meter operator.

606. REMITTANCE OF FUNDS.

1. The COPE, or designated custodian, shall remit postage meter funds to the accountable postmaster by registered USPS indicia mail on a daily basis. (See paragraph 606.4., for flexible credit submissions.) The remittance check shall be accompanied by the original of PS Form 3602-PO, original of any voided PS Form 3602-PO, personal checks (accepted for postage and postal finance services--see paragraph 501.8), and unused meter tapes issued in error.. Unused tapes due to error in the operation of the meter or malfunction of the meter shall be submitted with the remittance accompanied by a PS Form 3533. If unused tapes are not available due to meter malfunction, a letter stating circumstances shall be submitted with the remittance.

2. Treasury checks, military banking facility checks, personal checks, or no-fee MOS shall be used for the purpose of remitting postage meter funds to USPS. Cash will never be sent to USPS without prior approval by MPSA. Checks and no-fee MOS shall be made payable to the serving postmaster.

3. The check serial number, symbol number, and amount shall be recorded on the duplicate copy of the PS Form 3602-PO, or a copy of the bank receipt, customer's receipt if a no-fee MO is used (see Chapter 7, paragraph 706.4), or registry receipt (when personal checks are submitted--see chapter 5, paragraph 501.8d.(4)) shall be stapled thereto and shall be retained by the custodian.

4. COPES with flexible credits shall submit PS Form 3602-PO at the same interval as PS Form 1412B (figure 5-11). See paragraph 503.15 for remittance submission procedures if the flexible credit is issued by an accountable postmaster.

607. SETTING MPO/FPO POSTAGE METERS

1. Only the COPE is authorized to set the meter. The meter shall be set at least once every 6 months or whenever the "Credit Balance" register becomes less than \$100.00 on a business day, whichever comes sooner. Postage meters that can be set as high as \$99,999.99 may not normally be set higher than the anticipated sales for the next 6 months. This amount usually can be derived by reviewing meter sales for the same period during the preceding year and adjusting for any increase in postage rates since then. A significant increase or decrease in population served also shall affect the amount of postage to be set on the meter.

2. The amount added by a meter setting shall be in a multiple of 10,000 units, which is \$100. These units are added to the descending register. For example, if the credit balance in the descending register is \$137.75 (13,775 units) and the custodian desires that the clerk have approximately \$5,000 in credit available, he or she would add 490,000 units (\$4,900), thereby increasing the credit balance to \$5,037.75 (503,775 units).

3. To lessen the possibility of error in the amount of postage expended and reported, the meter normally shall be set at the beginning of the business day before completion of the top portion of PS Form 3602-PO and issued to the operating clerk (See figure 6-4). If necessary, the COPE may set the meter during the workday but this should be avoided whenever possible (See figure 6-5). Setting the meter during the day can be avoided by ensuring that postage remaining on the meter is more than normally used on any given business day prior to issuing the meter to the operating clerk. The procedures for setting the meter are explained in the instruction book furnished by the accountable postmaster at the time the meter was issued to the MPO. Disregard references to records of settings as they do not apply to meters assigned for use at the MPO/FPO.

4. Further information concerning the operation and maintenance of postage meters maybe found in Part 144, DMM (reference (i)).

608. REPAIR OF DEFECTIVE POSTAGE METERS AND BASES. Refer to DoD Postal Supply Catalog, DoD 4525.6-C, (reference (m)).

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PART 2

OFFICIAL MAIL POSTAGE METERS

610. PURPOSE. This section prescribes the responsibilities and procedures for the MPO in regard to official mail postage meters outside the areas served by the USPS. Official mail postage meters are used by DoD activities at their own locations for applying postage to their official mail. These meters do not include those used by the MPO for applying postage to personal mail presented by customers at the MPO.

611. GENERAL REQUIREMENTS.

1. Licensing a Penalty Mail Postage Meter. Overseas military units and all other federal agencies must obtain a license from the serving gateway postmaster to use a penalty postage meter and have the meter set at an MPO/FPO. Agencies must submit a separate PS Form 3601-A, "Application for Postage Meter License," for each license they request. More than one meter may be assigned to one license at a given location (MPO/FPO address) but only one subcode may be assigned. Agencies requiring more than one subcode must request another license. MPOs are not authorized to issue licenses, but shall maintain a supply of PS Forms 3601-A on hand should they be required by a local agency. PS Form 3601-A shall be completed by the requesting activity in accordance with figure 6-6. The completed PS Form 3601-A will be mailed to the appropriate gateway postmaster:

a. Locations served by Postmaster New York or Miami

U.S. Postal Service  
Office of Mailing Requirements  
Attn: Meter Section  
Room 3220, JAF Building  
New York, New York 10199-9651

b. Locations served by Postmaster San Francisco or Seattle

U.S. Postal Service  
Office of Mailing Requirements  
Attn: Meter Section  
1300 Evans Ave, Room 303  
San Francisco, Ca 94188-9651

2. The DoD component and other federal agencies using official meters are responsible for their operation and use. The COPE or Postal Finance Officer at each location where official penalty meters are in use shall maintain a copy of the PS Form 3601-A, "Application for a Postage Meter License," for each meter with a separate subcode assigned. Meters cannot be used without a valid PS Form 3601-A issued by the serving gateway postmaster.

### 3. Transfer of Meters

a. Meters may be transferred to another location (MPO/FPO) under the same license only if they are to be used by the same unit for which the license was issued. The agency shall notify the serving gateway postmaster and both the gaining and losing MPO/FPOs by letter prior to moving the meter.

(1) When notified in writing by the licensee that a meter currently being set by the MPO is being relocated to another MPO/FPO under the same license, the COPE currently resetting the meter shall:

(a) Annotate the original PS Form 3610 being maintained by the setting MPO with the register readings at the time of transfer and the address of the MPO/FPO where future settings are to be made. Draw a horizontal line under this last entry. The PS Form 3610 must be retained for 3 years. (See figure 6-7).

(b) Prepare a new PS Form 3610 and send it by USPS penalty mail to the MPO/FPO which will make future resets. The PS Form 3610 will have one entry stating the MPO/FPO which previously did resets and the register readings when transferred.

(2) When the activity first presents the meter for setting at the new-setting MPO/FPO, the COPE will follow the guidelines in paragraph 613.3. If the PS Form 3610 has not been received from the original setting location, obtain the required information necessary to complete the form by telephone.

b. Meters may not be transferred between military units without obtaining a new license. Should a military unit be deactivated and the meter transferred to another unit, a new license shall be obtained.

4. Canceling a license. A license to operate a penalty mail postage meter may be canceled by the serving postmaster at the request of the government agency assigned the license or by action initiated by USPS:

a. When a request is made by a government agency to cancel a license belonging to their activity:

(1) Verify that all meters being operated under that license have been canceled.

(2) Prepare PS Form 3604, "Nonuse of Mailing Permit/Meter License" in four copies (see figure 6-8). Send the original to the address in paragraph 611.1 and second copy to address in paragraph 616.2. Give the activity representative the third copy and retain the fourth copy for the MPO/FPO files.

b. When advised of action by USPS to cancel a license assigned to a government agency for cause (Part 144.23, DMM), the MPO/FPO activity chief shall contact their MACOM postal headquarters for guidance.

### 612. SUPPLIES REQUIRED.

1. Meter manufacturers shall furnish the COPE with instructions for setting various types of meters and provide keys to the locks on the recording

mechanism, a stylus (used to set the meter), lead seals, and a sealing device. The COPE shall maintain the instructions in a binder with the PS Form 3610. The COPE shall requisition additional lead seals from the meter manufacturer and maintain a supply of the following USPS forms:

- a. PS Form 3602-A, "Daily Record of Meter Register Readings."
- b. PS Form 3603, "Receipt For Postage Meter Settings."
- c. PS Form 3610, "Record of Postage Meter Settings."
- d. PS Form 3601-A, "Application for a Postage Meter License."
- e. PS Form 3977, "Duplicate Key Envelope."
- f. PS Form 3633-G, "Daily Activity Recap for Official Mail."
- g. PS Form 3533, "Application and Voucher for Refund of Postage and Fees."

2. The COPE shall issue a PS Form 3602-A to the meter operator for each meter when the meter is initially set or when a book is filled. At the end of each day that the meter is operated, the meter operator enters into the book the figures appearing in the ascending and descending registers. If the sum of the two figures does not equal the total entered at the last setting, the meter head shall be taken promptly to the COPE for examination. Disposition of the PS Form 3602-A is covered in appropriate Military Service regulatory documents.

#### 613. INITIAL SETTING AND RESETTING OF A METER.

1. Official mail postage meters used overseas shall be set by the COPE at the serving MPO. The COPE shall set the descending register to the amount desired by the postage meter operator. The COPE shall reset the meter when requested by the operator (normally, when the credit balance register (descending register) becomes less than \$50). The postage meter operator shall bring the meter head to the MPO for setting. No meter reset fee is collected. The COPE, the MPO supervisor, and the postage meter operator shall be present when official meters are reset.

2. Initial Setting of a Meter. When an agency first presents a postage meter to the COPE to be set, follow the following steps:

- a. Verify that the unit has a meter license and that the "U.S. Official Mail" endorsement appears in the meter imprint.

- b. Set the meter to the amount requested by the agency and complete PS Form 3603, "Receipt for Postage Meter Settings." Use a separate receipt book from that used for commercial meters. A separate PS Form 3603 receipt book is not required for each official meter being set under the same license. (See figure 6-9).

(1) Check the box provided on PS Form 3603 to indicate this is the first setting for the meter. Under the Official Mail Accounting System (OMAS) it is especially important that this box be checked.



c. Complete PS Form 3610, "Record of Postage Meter Settings." (See figure 6-10). Ensure that the meter license number is entered on the form. This form will be maintained in the MPO/FPO files.

d. Give the unit representative the original copy of the PS Form 3603. The second copy shall be forwarded with PS Form 3633-G, "Daily Activity Recap for Official Mail" to the serving gateway postmaster (see paragraph 616.1). The triplicate copy shall be retained in the receipt book.

3. Resetting a Meter. When a unit representative presents a meter for resetting, the following procedures will be followed:

a. Obtain the PS Form 3610 from the unit files that matches the meter serial number of the meter to be set.

b. Set the meter to the amount requested by the unit representative and complete PS Form 3603 (See figure 6-9).

(1) DO NOT check the box on Form 3603 indicating first-setting.

c. Complete the PS Form 3610 to reflect the net setting amount (See figure 6-10).

d. Give the unit representative the original copy of the PS Form 3603. The second copy shall be forwarded with the PS Form 3633-G to the serving gateway postmaster (see paragraph 616.2). The triplicate shall be retained in the receipt book.

#### 614. REFUNDING SPOILED METER POSTAGE.

1. Credit for spoiled penalty postage meter postage will be made under Part 147.252 and Part 147.253 of the Domestic Mail Manual (DMM) and this paragraph. When presented with spoiled penalty postage meter stamps for refund, the COPE shall:

a. Assist the unit representative to complete the top portion of PS Form 3533. Prepare the PS Form 3533 in duplicate (See figure 6-ha and b).

b. Complete the remainder of the PS Form 3533. In Part III of the form cross out "Received from the Postmaster at the office named above," so that the sentence now reads, "Refund in the amount of \$\_\_." Enter the refund amount and date, and on the signature line of Part III enter the words "Official Mail" to indicate that no cash transaction occurred (See figure 6-ha).

(1) DO NOT make cash refunds or apply a refund to a meter.

c. Attach the spoiled penalty meter stamps to the original copy of the PS Form 3533 and forward with the PS Form 3633-G to the serving gateway postmaster (See paragraph 616.2).

615. CHECKING A METER OUT OF SERVICE. Official mailers must bring a postage meter to the MPO/FPO where it is normally set whenever the meter's mechanism becomes defective. The COPE will then check the meter "out of service." Meters may also be brought in and checked "out of service" if the activity no

longer desires to use the meter. The official mail activity shall also notify the meter manufacturer's representative that this is being done.

1. Withdrawing a Meter. A meter will be withdrawn when the using agency no longer needs the meter or when the meter is to be replaced (i.e., the old meter malfunctions). Within the MPS, the following procedures shall be followed:

a. Complete a PS Form 3533, "Application and Voucher for Refund of , -Postage and Fees" (figure 6-12a and b).

b. Verify the control total against the control total entered on the PS Form 3610 for the meter.

(1) If the total readings (control total) of the ascending and descending registers are equal to or less than the control total recorded on the PS Form 3610 for the meter, the COPE shall:

(a) Credit the agency for the postage left on the meter by indicating a refund on the PS Form 3533. DO NOT give refunds by cash, check, or money order for unused postage (See figure 6-12a).

(b) Reset the meter descending register of the postage meter to zero or as close to zero as the descending register can be set. (Most meters will lock out when the descending balance reaches \$9.99).

(c) Enter "0" on the PS Form 3533 as the final reading for the descending register. (See figure 6-12b).

(d) Enter the reason for withdrawal on the PS Form 3533. (See figure 6-12b).

(e) Record the register readings for the meter on the PS Form 3610. Indicate on the form the disposition of the meter. Draw a horizontal line under this last entry. The PS Form 3610 must be retained for 2 years "(See figure 6-13 and paragraph 611.3(a)(2)).

(f) Give a copy of the PS Form 3533 to the unit's representative. The original of the PS Form 3533 will be submitted with the PS Form 3633-G to the serving gateway postmaster (See paragraph 616.2).

(2) If the control total of the register readings of the meter exceeds the control total of the meter or the meter is malfunctioning, the COPE shall:

(a) Advise the unit representative and meter manufacturer's representative that a credit for refund can not be made by the MPO/FPO. In all cases of mechanical malfunction of penalty mail postage meters, a determination will be made by the serving gateway postmaster. Additionally, advise the unit representative that the unit's PS Form 3602-A, "Daily Record of Meter Register Readings," for this meter must be retained for at least one year.

(b) Request that the meter manufacturer's representative furnish a detailed statement explaining why the meter failed to function properly in accordance with Part 144.364 of the DMM. This report will be sent

by the manufacturer to the appropriate gateway accounting unit (See paragraph 616.2). Upon receipt of the meter manufacturer's letter, the USPS gateway accounting unit will make the appropriate adjustment to the unit's meter account and the unit will be advised.

(1) The meter manufacturer's representative will be furnished a copy of the unit's PS Form 3602-A, "Daily Record of Meter Register Readings," a copy of the most recent PS Form 3603, "Receipt for Postage Meter Settings" and a copy of the PS Form 3610, "Record of Postage Meter Settings" for that meter on file at the MPO/FPO.

(c) Reset the descending register of the meter to zero or as close to zero as the register can be set. (Most meters will lock out when the descending register reaches \$9.99.)

(d) Enter "0" as the final reading for the descending register on the PS Form 3533.

(e) Enter the reason for withdrawal on the PS Form<sup>3</sup> 533 (See figure 6-12b.)

(f) Record the register readings for the meter on the PS Form 3610. Indicate on the form the disposition of the meter. Draw under this entry a horizontal line. The PS Form 3610 must be retained for 2 years. (See figure 6-13 and paragraph 615.3).

(g) prepare a letter explaining circumstances and attach it to the PS Form 3533 that will be included with the "Daily Activity Recap for Official Mail," PS Form 3633-G. (See paragraph 616.2). Give a copy of the letter and PS Form 3533 to the unit representative.

## 2. Replacing a Meter.

a. Follow the procedures in paragraph 615.1a through 615.1.b.(2).(g) to cancel the old meter and process a refund credit for any postage remaining on the meter.

b. Follow the procedures in paragraph 613.1 and 613.2 to install the new meter.

3. Returning Meters. Meters that have been checked "out of service" will be returned to the meter manufacturer's representatives by the MPS. Obtain from the unit the address of the penalty postage meter manufacturer's representative or the address to which the manufacturer desires the meter shipped. The meter will be mailed to that address by USPS penalty registered mail. If the meter representative desires to receipt for the meter at the MPO/FPO, obtain a receipt from the representative for the meter. Attach this receipt or the mailer's copy of the PS Form 3806, "Receipt for Registered Mail," to the PS Form 3610 for the meter being returned to the manufacturer.

## 616. REPORTING METER TRANSACTIONS.

1. A PS Form 3633-G, "Daily Recap for Official Mail," will be prepared each day a transaction involving official mail meters occurs at an MPO or FPO. If transactions involving an official meter do not occur a PS Form 3633-G will not

be prepared. Official mail transactions are not reported by military activities on PS Form 1412's. The PS Form 3633-G will be prepared in two copies as per figure 6-14. Attach the following documents to the original copy of the PS Form 3633-G:

- a. PS Form 3603 (duplicate copies).
- b. PS Forms 3533 and supporting documentation (submitted for spoiled postage).
- c. PS Forms 3533 for canceled or replaced meters.
- d. PS Forms 3635-G, "Postage and Fee Adjustments for Official Mail" (when received from serving gateway postmaster - used for revenue adjustments.)
- e. PS Forms 1908, "Financial Adjustment Memorandum" (when received from serving gateway postmaster - used for revenue adjustments.)

2. Submit the original copy of the PS Form 3633-G with supporting documentation by first class USPS penalty mail to:

- a. MPS activities served by Postmaster New York or Miami.

Military Auditing Unit  
General Accounting Office  
J.A. Farley Building  
Room 3110  
New York, New York 10199-9531

- b. MPS activities served by Postmaster San Francisco or Seattle.

General Accounting Office  
P.O. Box 886000  
San Francisco, CA 94188-6000.

3. File the duplicate copy in the MPO/FPO files.

617. EXAMINATION. COPES shall examine the meters when they reset them or at least every 6 months. They shall determine if the meters operate properly or if they have been tampered with. This shall be done at the MPO.

1. The COPE shall determine whether the seal, register window, breakoff screws, top cover, or other visible parts have been broken or tampered with and whether the die hub or meter drum is locked in home position. If evidence of tampering or breakage is found, the COPE shall retain the meter and submit a postal offense report.

2. COPES shall check serial numbers to see that they agree with those listed on PS Form 3610 and that the total of the two registers equals the last entry in column 8 of the PS Form 3610. If the meter is not registering properly, the operator shall take it out of service.

3. COPES shall validate entries on PS Form 3602-A.

4. In addition to making an entry on PS Form 3602-A, the COPE shall also make an entry on the PS Form 3610 when a meter is examined even though it is not reset.

5. Except for the COPE, no one may break the seal placed on a postage meter. Breaking or tampering with this seal is a postal offense.

618. EQUIPMENT FAILURE. Service contracts provide for postage meter maintenance and are established and maintained in accordance with individual Military Service policies. Under no circumstances should the COPE or meter operator tamper with the meter register.

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CHAPTER 6

PART 3

POSTAGE METERS OPERATED BY DoD CONTRACTORS

619. PURPOSE. This section assigns responsibility and prescribes procedures for administering USPS postage meters operated by DoD contractors. DoD contractors authorized to operate postage meters shall only use USPS owned equipment. Leasing of Postage Meters from other sources is not authorized.

620. GENERAL

1. Administrative Procedures. Before shipment of the meter to the supporting MPO, MPSA shall forward to the COPE a letter of instruction, PS Form 3601-A, an agreement between the MPO and the DoD contractor covering the use of the USPS meter, and an initial supply of PS Forms 3603.

2. Issuing the Meter. The COPE shall ensure the PS Form 3601-A is completed and the agreement is signed before issuing the meter. The COPE may not set the meter until the contractor provides a check covering the amount of postage desired. PS Form 1590, "Supplies Equipment Receipt," shall be used to document the transfer between the COPE and the DoD contractor. The PS Form 3601-A, the agreement, and a copy of the PS Form 1590 shall be maintained in the MPO files.

3. Setting the Meter. The DoD contractor is responsible for returning the meter head to the MPO for resetting, with a check for the amount of postage desired. The COPE shall complete PS Form 3603 in three copies and distribute as follows:

a. Original to the contractor.

b. Duplicate and the check covering postage is mailed to the banking facility of the accountable postmaster (See rule 2, table 6-1). Exception: COPEs with flexible credits issued by a postmaster shall refer to paragraph 503.15 for remittance procedures.

c. Triplicate is maintained at the MPO.

RULE	If you are:	And are served by:	Then submit paperwork to:
1	Sending second copy of letter authorizing repair of postage meters to your serving gateway postmaster	New York or Miami	USPS Supply Unit Room 5124 JAF Building New York, NY 10199-9951
		San Francisco or Seattle	Support Services Procurement Specialist senior 1300 Evans Avenue, Room 215 San Francisco, CA 94188-9991
2	Sending a Post Office meter for repair	All MPOs (see Note 1)	Pitney Bowes Incorporated Meter Repair Department Attn: Mr. Karl Rupp Stamford, CT 04901-6S29

NOTE 1: All meters will be mailed using registered USPS indicia mail.

Table 6-1. Addresses To Be Used For Repair of Postage Meters

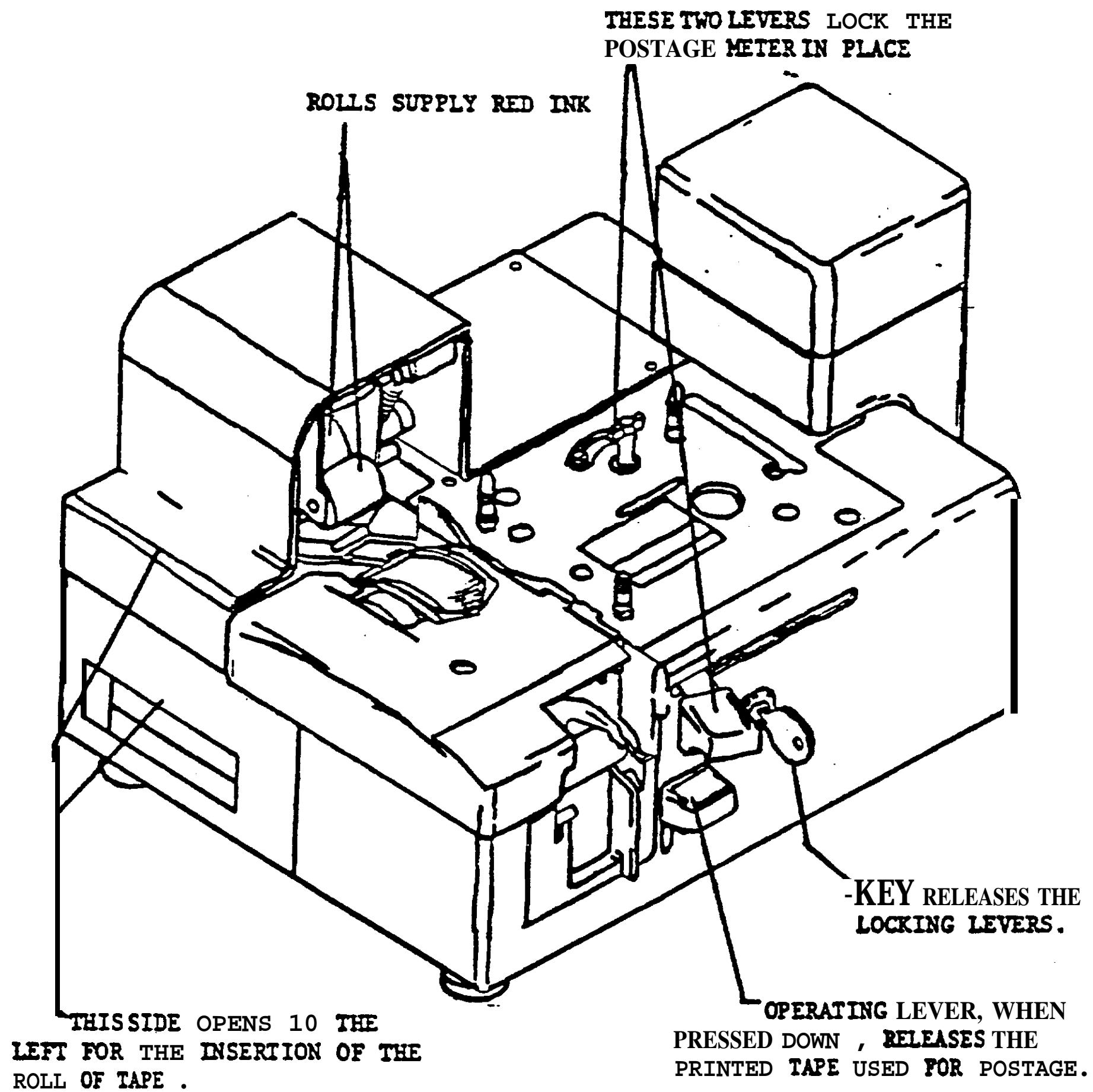


Figure 6-1. Postage Meter Base.



THIS WINDOW INDICATES THE NUMBER OF TIMES THE POSTAGE METER IS OPERATED.

THE MODEL NUMBER OF THE POSTAGE METER IS EMBOSSED HERE.

THESE KNOBS ARE USED TO SET THE AMOUNT OF POSTAGE.

THE NUMBER OF THE POSTAGE METER IS EMBOSSED HERE.

ASCENDING AND DESCENDING REGISTER WINDOWS.

THESE WINDOWS INDICATE THE AMOUNT OF POSTAGE SET ON THE METER.

THIS HANDLE AIDS IN THE TRANSPORTING OF THE POSTAGE METER HEAD.

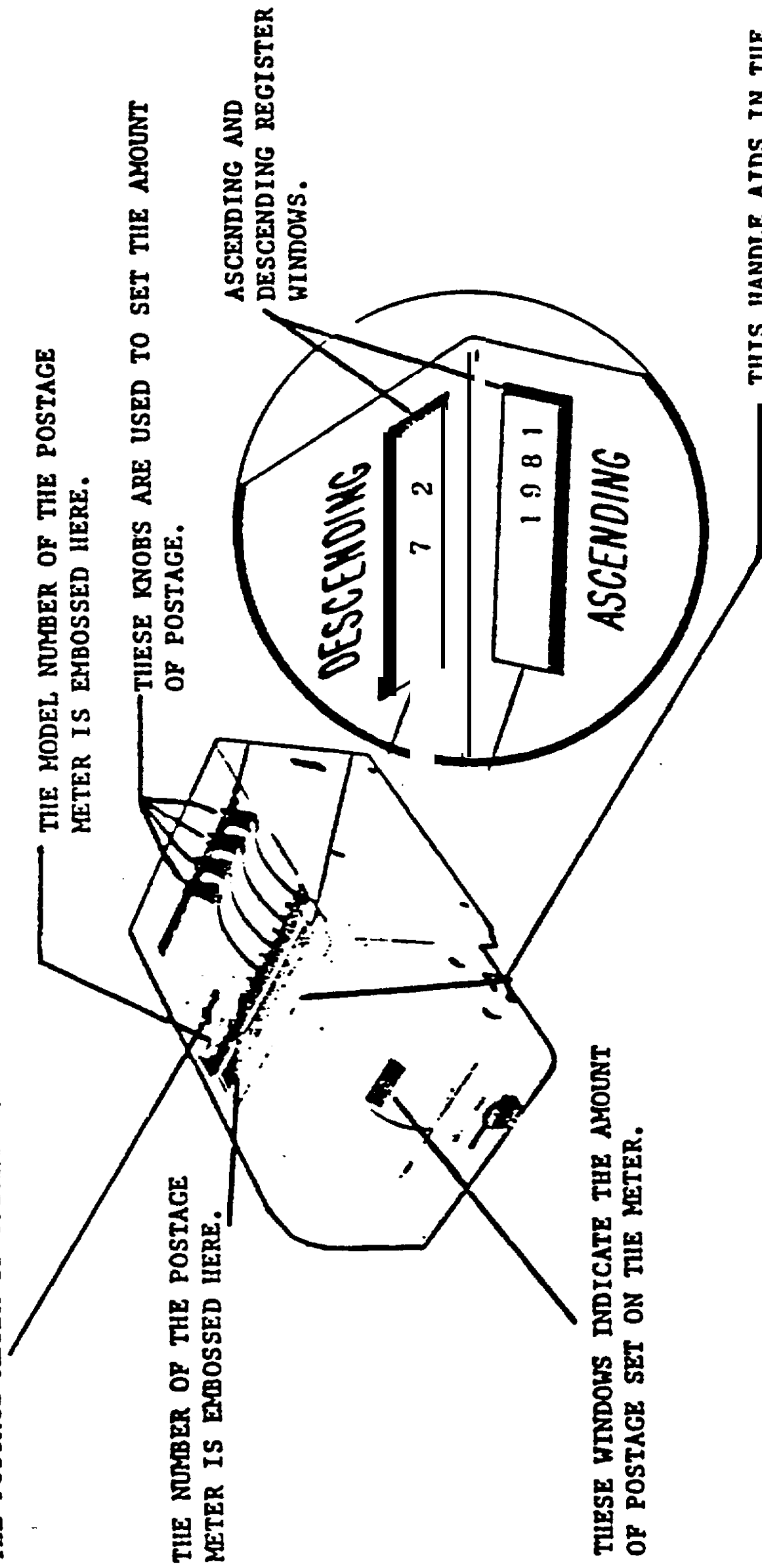


Figure 6-2. postage Meter Head.

THIS REPORT TO ACCOUNTING UNIT

ORIGINAL

01

APD 98571

PB

456789

6 Oct 19XX

(Unit or Sta)

(Meter Mfr.)

(Meter No.)

(Date)

This is to certify that the readings of the registers were as follows at the beginning and end of this day:

Descending register beginning

Descending register end

RECEIVED FOR POSTAGE  
as determined by the register readings

Ascending register end

Ascending register beginning

JOHN JONES SP4

JOHN Q. DOW

(Meter Operator)

(Supervisor)

REPORT OF METER SETTING

(Fill in the following only when meter is reset)

Ascending register readings . . . . .

Descending register readings before setting . . . . .

Number of units added . . . . .

Descending register after setting . . . . .

PS Form 3602-PO Jan. 1983

Meter set by. . . . .

Figure 6-3. Daily Report of Meter Business

6-18

THIS REPORT TO ACCOUNTING UNIT

ORIGINAL

01

Q/D 625859

(Unit or Station)

SINBER

(Meter Mfr.)

768314

(Meter No.)

24 SEP 81

(Date)

This is to certify that the readings of the registers were as follows at the beginning and end of this day:

Descending register beginning

			9	1	7	5	7	5

Descending register end


RECEIVED FOR POSTAGE

as determined by the register readings

\$								

Ascending register end

			9	8	2	4	2	4

Ascending register beginning


99

(Meter Operator)

99D

(Supervisor)

REPORT OF METER SETTING

(Fill in the following only when meter is reset)

Ascending register readings

			9	8	2	4	2	4

Descending register readings before setting

			1	7	5	7	5

Number of units added

			9	0	0	0	0

Descending register after setting

			9	1	7	5	7	5

PS Form 3602-PO Jan. 1983

Meter set by -- 

John Doe

Setting Before Issue. The register reading indicates that the meter contained 17,575 units (\$175. 75) when it was checked out of service the previous day. The custodian had added 900,000 units (\$9, 000) for a total of 917,575 units (\$9175.75) now on the meter. The ascending register at the time of setting indicated 982,424 units (\$9,824.24) have been expended by the machine from the time it was originally placed in operation. After the meter has been set and all entries completed, the custodian shall sign all copies of PS Form 3602-F@. The beginning ascending and descending meter readings after setting shall be entered. on the top of the form. The meter is now ready for release to the operating clerk following the procedures prescribed in paragraph 603.

Figure 6-4. Setting Refore Issue

04

<b>APO</b>	<b>09144</b>	<b>PB</b>	<b>611233</b>	<b>8 Nov 81</b>
(Unit or Station)		(Meter Mfr.)	(Meter No.)	(Date)

This is to certify that the readings of the registers were as follows at the beginning and end of this day:

Descending register beginning	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr><td style="width: 12.5%; height: 30px;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%; text-align: center;">1</td><td style="width: 12.5%; text-align: center;">4</td><td style="width: 12.5%; text-align: center;">5</td><td style="width: 12.5%; text-align: center;">0</td><td style="width: 12.5%; text-align: center;">0</td></tr> <tr><td style="height: 30px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>				1	4	5	0	0																	Ascending register end	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr><td style="width: 50px; height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> </table>			
			1	4	5	0	0																							
Descending register end		Ascending register beginning																												

**RECEIVED FOR POSTAGE**

as determined by the register readings

**BK**

<b>GP</b>	<b>7</b>
(Meter Operator)	(Supervisor)

Ascending	register	readings	‘
Descending	register	readings	before setting
Number of units added			
Descending	register	after setting	

Meter set by Ben Kirk

9	9	5	4
4	5	0	0
9	0	0	0
9	4	5	0

**6-20**

NAME OF ORGANIZATION  
APPLYING FOR  
METER LICENSE

ADDRESS OF ORGANIZATION  
WHO WILL HAVE LICENSE  
AND USE THE METER

ENTER APO/FPO NUMBER  
THAT WILL SET YOUR METER

d

ENTER YOUR MAILING  
ADDRESS HERE

U.S. Postal Service APPLICATION FOR A POSTAGE METER LICENSE		
APPLICANT: File at office where mailings will be made. (Part 144, Domestic Mail Manual)		
Name of Applicant (Print or type)	Applicant Telephone No.	
52 CSG/DA		
Address of Applicant (Street, City, State, ZIP Code) (Print or type)	Federal Agency Code	Sub Code
52 C.SC/DA, APO NEW YORK 09123-5000	039	
Meter to be set at (Main office, station, or branch)	Setting Location ZIP Code	
APD NEW YORK 09123	09123	
Signature of Applicant	Date	
X	15 SEP 1986	
To be COMPLETED BY POSTMASTER	License Number	Date of Issuance
(Retain application in your file. After application has been approved, deliver authorization to license holder.)		

LEAVE BLANK

ENTER YOUR FEDERAL AGENCY  
CODE AND SUB-CODE AS FURNISHED  
BY THE OVERSEAS MACOM

ENTER APO/FPO NUMBER  
'MAT WHILE SET YOUR METER

DATE SIGNED

U.S. Postal Service LICENSE TO USE POSTAGE METERS		
You are authorized to pay postage on any class of mail by printing meter stamps with postage meters, subject to all conditions applying to the various classes of mail.		
Post Office	Date	License No.
Name of License Holder (Address, City, State and ZIP Code)		
52 CSG/DA APO NEW YORK 09123-5000		
(Signature of Postmaster)		

#### POSTAGE METERS METER

The collection of this information is authorized by 39 USC 401, 404. It will be used to administer postage meter activities. As a routine use, certain information may be disclosed to the public, to an appropriate law enforcement agency for investigative or prosecutive purposes, to a congressional office at your request, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion for this form is voluntary, however, if this information is not provided, you will not receive meter services.

#### NOTE: INFORMATION WHICH YOU WILL NEED. PLEASE READ IT.

(Excerpts from Chapter 1, Domestic Mail Manual. Consult postmaster for more detailed information and for subsequent amendments.)

#### 144.1 POSTAGE METERS

144.1 Meter stamps may be used to prepay reply postage on First-Class letters, flats, and postcards which do not exceed 12 ounces or single piece, special fourth-class, and library rate mail.

a. Meter stamps must be printed directly on the envelope, postcard, or label that bears the return address of the meter license holder in an amount sufficient to prepay the appropriate postage in full.

b. Only meter stamped, return address labels may be used on single piece, special fourth-class rate or library rate mail and these labels must adhere in such a manner so they will not come off in one piece.

c. Any photographic, mechanical, or electronic process, or any combination of such process, other than handwriting, typewriting, handstamping, may be used to prepare the address side of reply mail prepaid by meter stamp. The following form without the addition of any other matter other than a return address:

NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY	(Meter stamp <i>M</i> be placed here)
John Doe Company 123 Tryon Street, New York, N.Y. 10010-0000	

d. Reply mail prepaid by meter stamps will be delivered only to address of the meter license holder. If the address is altered, the mail will be held for postage.

#### 144.2 METER MANUFACTURERS

Postage meter may be leased from authorized manufacturers who are held responsible by the Postal Service for the control, operation, maintenance, and replacement, when necessary, of meters manufactured by them. The following manufacturers are presently authorized to lease meters to mailers:

144.2 The meters in the custody of the licensee and his records relating to meter transactions or latest Form 3603 must be immediately available for examination and audit by the Postal Service or meter manufacturer, upon request (see 144.143).

144.3 If a meter is not reset within a 6-month period, it must be processed together with related Form 3603-A for latest Form 3603 for examination at the post office, station, or branch where it is regularly set.

144.4 If the meter's printing or recording mechanism is in any way faulty, it must be immediately taken to the post office, station, or branch where it is regularly set or examined to be checked out of service. The faulty meter must not be used under any circumstances.

144.5 A licensee must notify the licensing post office whenever the name, address or phone number on Form 3601-A changes.

#### 144.6 REVOCATION

144.6 A license may be revoked if a meter is used in operating any scheme or enterprise of an unlawful character, for nonuse during any consecutive 12 months, or for any failure of the licensee to comply with the regulations governing the use of postage meters.

144.7 The meter license holder will be notified by the postmaster if the license is to be cancelled and the reasons for cancellation. Form 3604, *Notice of Mailing Permit or Meter License*, may be used if cancellation for nonuse is being considered. If no written statement of objection is filed by the licensee holder within ten days, the postmaster will cancel the license. If a written statement is filed, the appeal shall be referred by the postmaster to the Office of Mail Classification for resolution. The Office of Mail Classification will notify the licensee holder of the decision through the postmaster. If a meter license is revoked, the postmaster will note the date and reason for cancellation on Form 3603-A (see 144.21).

#### 144.3 SETTING METERS

##### 144.31 REQUIREMENT

144.31 A customer may not have any postage meter in his possession until it has been set.

Figure 6-6. Sample of How to Complete PS Form 3601-A



U.S. POSTAL SERVICE		DATE	
NONUSE OF MAILING PERMIT OR METER LICEN		11-03-86	
POST OFFICE, STATE AND ZIP CODE <b>APO NEW YORK 09012</b>		PERMIT/LICENSE No. <b>93457</b>	
DATE OF LAST MAILING on USE or METER		<input type="checkbox"/> PERMIT IMPRINT PERMIT (DMM 145.22)	<input checked="" type="checkbox"/> METER LICENSE (DMM 144.23)
<p><small>The Domestic Mail Manual (DMM), 145.22 and 144.23 provide that when a permit/license holder does not mail under the permit/license for a period of 12 consecutive months it may be revoked. If this permit/license is to be used within the next 90 days, please complete the lower portion of this form. If your reply is not received within 10 days, your permit/license will be canceled. If the present permit/license is canceled, a new application will be required should you later desire to resume this type of permit/license.</small></p>			
<p><b>TO:</b> .</p>			
<p>License 93457 no longer needed by <b>USAFE/DA</b></p>			
<p><b>POSTMASTER</b> <i>Edward A. Pardini</i></p>			
<p>It is my/our intention to mail within the next 90 days under the present permit/license.</p>			
<p><b>SIGNATURE OF APO/FPO CHIEF</b></p>		<p><b>SIGNATURE AND TITLE</b></p>	
<p><b>RETURN TO:</b> .</p> <p><b>POSTMASTER</b></p>			

PS Form 3604  
Jan 1981

(RC 211)

Figure 6-8. Sample of Completed PS Form 3604.

CHECK THIS BLOCK TO INDICATE THIS IS THE FIRST SETTING FOR THIS METER. LEAVE THIS BLOCK BLANK WHEN THE METER IS RESET.

U. S. POSTAL SERVICE  
**RECEIPT FOR POSTAGE METER SETTINGS**

No. 14  
 LICENSE No.  
**93457**  
 ORIGINAL Customer (Retain Year)

START	8	Posted To Meter Setting Record	<input checked="" type="checkbox"/>	DATE	<b>10/04/86</b>											
	9	Line 7 Verified With Meter	<input checked="" type="checkbox"/>	CHECK IF THIS IS FIRST SETTING AT THIS OFFICE	<input checked="" type="checkbox"/>											
	7	Descending Register AFTER Setting		UNIT VALUE	<b>.01</b>		MFG. CODE	<b>02</b>		METER NO.	<b>1 2 6 1 2 6 1</b>					
	6	Number Units Set (Same as 4)		RECEIVED FROM	<b>52 CSG/DA</b>											
	1	Descending Register BEFORE Setting		<b>APO NY 09123</b>												
	2	Ascending Register BEFORE Setting														
3	Old Control Total (1 plus 2)		AMOUNT OF SETTING			TRUST FUND CASH OR CHECK			<b>OFFICIAL MAIL</b>							
4	Number Units Set															
5	New Control Total (3 plus 4)		POST OFFICE	<b>APO NY 09123</b>						<b>SETTING LOCATION ZIP</b> <b>09123</b>						
POSTMASTER, per																

SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER  
*Douglas K. Michly*

ENTER THE COMPLETE ADDRESS OF THE ACTIVITY TO WHOM THE LICENSE IS ASSIGNED  
**APO NY 09123**

ENTER 'OFFICIAL MAIL' HERE  
**OFFICIAL MAIL**

MODIFY THE PS FORM 3603 BY ADDING BLOCKS FOR LICENSE NUMBER AND SETTING LOCATION ZIP CODE IF NOT PREPRINTED ON THE FORM. NEW PS FORM 3603 WILL HAVE BLOCKS FOR THIS INFORMATION.

DO NOT CHECK THESE BOXES J

PS Form 3603, Feb. 1984

Figure 6-9. Sample of a Modified PS Form 3603 for Setting a Penalty Mail Postage Meter





U.S. POSTAL SERVICE APPLICATION AND VOUCHER FOR REFUND Of POSTAGE AND FEES		DATE RECEIVED
<p>Complete in duplicate by typewriter, ink or indelible pencil and submit to the Postmaster with envelope OF wrapper or portion thereof having names and addresses of sender and addressee, canceled postage and postal markings. See 147. <i>Domestic Mail Manual</i> (DMM).</p> <p><b>PRIVACY ACT:</b> The collection of this information is authorized by 39 U.S.C. 401, 403, 404. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes, to a congressional office at your request, to a labor organization as required by the NLRA, and where pertinent, in litigation to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not furnished, a refund will not be considered.</p>		
<b>PART I—APPLICATION</b> (To be completed by Customer)		
<p>Customer's Name (Print or type) <b>52 CSG/DA</b></p> <p>Mailing Address <b>52 CSG/DA</b></p> <p>City, State and ZIP Code <b>APD NEW YORK 09123-5000</b></p>	<p>Telephone No.</p> <p>License No. <b>93457</b></p> <p>Meter Serial No. <b>1861261</b></p>	
<p>Refund For</p> <p><input type="checkbox"/> Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse. (AIC 536)</p> <p><input checked="" type="checkbox"/> Complete and legible unused or spoiled meter stamps less than one year old, which are itemized in Part IV on reverse. (AIC 536)</p> <p><input type="checkbox"/> Unused units in discontinued meter. (AIC 536)</p> <p><input type="checkbox"/> P.O. Box Service (AIC 535)      <input type="checkbox"/> Caller Service (AIC 535)      (List Numbers below)</p> <p><input type="checkbox"/> Other (Explain) _____</p>		
<p style="text-align: right;"><b>SIGNATURE OF AGENCY REPRESENTATIVE</b></p> <p><b>11-04-86</b>      <i>Steve Fice</i></p> <p style="text-align: center;">(Date of application)      (Signature of applicant and title, if any, on original only)</p>		
<b>PART II—VERIFICATION OF REFUND</b> (For Post Office Use Only)		
<p>Post Office, Bureau and ZIP Code <b>APD New York 09123</b></p>	<p>Station or Branch</p>	<p>Date <b>11-04-86</b></p>
<p><b>SIGNATURE OF WITNESS</b></p> <p><i>James L. Smith, Jr.</i></p> <p style="text-align: center;">(Signature of witness)</p>	<p><b>SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER</b></p> <p><i>Matthew H. Blum</i></p> <p style="text-align: center;">(Certifying emp.)</p>	
<p><b>CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"</b></p>		
<b>PART III—RECEIPT FOR REFUND</b>		
<p>Received from the Postmaster at the office named above, refund in the amount of \$ <b>7.47</b></p> <p><b>11-04-86</b>      <b>OFFICIAL MAIL</b></p> <p style="text-align: center;">(Date)      (Signature of Payee or Treasury Check or Money Order Number)</p>		
<p>Secure the signature of payee <input type="checkbox"/> payment is made in cash. Where used, show Treasury check or money order number in lieu of payee's signature.</p>		
<p style="text-align: right;"><b>ENTER "OFFICIAL MAIL HERE"</b></p>		

Figure 6-ha. Sample of a Modified PS Form 3533 (Front) For Refunding Penalty Postage Meter Postage (Crediting Account of Official Mailers).



U.S. POSTAL SERVICE APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES		Date Received
Complete in duplicate by typewriter, ink or indelible pencil and submit to the Postmaster with envelope 01 wrapper or portion thereof having names and addresses of sender and addressee, canceled postage and postal markings. See 147, Domestic Mail Manual (DMM).		
<b>PRIVACY ACT:</b> The collection of this information is authorized by 39 U.S.C. 401.403, 404. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutive purposes, to a congressional office at your request, to a labor organization as required by the NLRA, and where pertinent, to any other agency to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not furnished, a refund will not be considered.		
<b>PART I APPLICATION</b> (To be completed by Customer)		
Customer's Name (Print or type) <b>52 CSG/DA</b>	Telephone No.	
Mailing Address <b>52 CSG/DA</b>	License No. <b>93457</b>	
City, State and ZIP Code <b>APD NEW YORK 09123-5000</b>	Meter Serial No. <b>163248</b>	
Refund For <input type="checkbox"/> Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse. (AIC 536) <input type="checkbox"/> Complete and legible unused or spoiled meter stamps less than one year old, which are itemized in Part IV on reverse. (AIC 516) <input checked="" type="checkbox"/> Unused units in discontinued meter. (AIC 536) <input type="checkbox"/> P.O. Box Service (AIC 535) <input type="checkbox"/> Caller Service (AIC 535)      (List Numbers below) <input type="checkbox"/> Other (Explain) _____		
11-04-86 <small>(Date of application)</small>		<b>SIGNATURE OF AGENCY REPRESENTATIVE</b>  <small>(Signature of Applicant and title, if any (See original only))</small>
<b>PART II - VERIFICATION OF REFUND</b> (For Post Office Use Only)		
Post Office, State and ZIP Code <b>APD NEW YORK 09123</b>	Station or Branch	Date <b>11-04-86</b>
<b>SIGNATURE OF WITNESS</b> 		<b>SIGNATURE OF COPE OR INDIVIDUAL AUTHORIZED TO SET THE METER</b> 
<b>CROSS OUT "RECEIVED FROM THE POSTMASTER AT THE OFFICE NAMED ABOVE"</b> Received from the Postmaster of the office named above, in the amount of \$ <b>171.64</b> 11-04-86 <small>(Date)</small>		<b>NOTE: IF THE METER IS WITHDRAWN • DUE TO MALFUNCTION ENTER "SER" • REVERSE AND ATTACHED LETTER. •</b> *****
<b>OFFICIAL MAIL</b> <small>(Signature of Payee or Treasury Check or Money Order Number)</small>		<b>ENTER "OFFICIAL MAIL" HERE</b>
Secure the signature of payee if payment is made in cash. Where used, show Treasury check or money order number and date of payee's signature.		

Figure 6-12a Sample of a Modified PS Form 3533 (Front) for Canceling a Postage Meter.

PART IV POSTAGE OR METER STAMPS			PART V POSTAGE METER WITHDRAWN FROM SERVICE FOR POST OFFICE USE ONLY		PART VI FOR POST OFFICE USE ONLY		
GROUP AND LIST BY POSTAGE UNITS OR VALUE			FOR POST OFFICE USE ONLY				
NUMBER OF PIECES	AMOUNT EACH	POSTAGE VALUE	READING OF ASCENDING REGISTER	482836	SPECIAL SERVICE FEES	NOT RE- FUNDABLE	SUBJECT TO REFUND
			READING OF DESCENDING REGISTER BEFORE CHECKOUT	17164	Legacy		
			READING OF DESCENDING REGISTER AFTER CHECKOUT	-0-	Certified		
			AMOUNT TO BE REFUNDED- UNITS	17164	ENTER ZERO HERE		
			METER NUMBER	163248	N.O.D.		
			UNIT VALUE	.01	Special handling		
			METER MANUFACTURER	PITNEY BOWES	Special delivery		
			POSTAGE VALUE	171.64	ENTER THIS TOTAL IN PART III ON THE FRONT OF THE FORM		
			REASON FOR WITHDRAWAL	CONTROL TOTAL 500000	TOTAL POSTAGE		
			METER NO LONGER REQUIRED		ENTER THE CONTROL TOTAL (THE TOTAL OF THE ASCENDING REGISTER AND THE DESCENDING REGISTER BEFORE CHECKOUT)		
					CERTIFICATION		
					ENTER THE REASON FOR WITHDRAWAL (I.E. METER NO LONGER REQUIRED, METER REPLACED.)		
					POST OFFICES HAVING 950 OR MORE REVENUE UNITS ANNUALLY		
					(Authorized employee)		
					ALL OTHER POST OFFICES		
					(Record Center Personnel)		
					SIGNATURE OF COPE INDIVIDUAL AUTHORIZED TO SET THE METER		
					SIGNATURE OF SBA OVER CHECKING OUT METER		
					STATION OR BRANCH		
					APO NY 09123		
					TOTAL POSTAGE VALUE		
					TOTAL SPECIAL SERVICE FEES		
					TOTAL REFUND CLAIMED		
					*Include fees for special delivery, special handling, registration (and surcharges), cert- ified, insurance, and C.O.D. service. NOTE: Ordinary fees paid for registration, certified, insurance, and C.O.D. service are not refundable.		

\*\*\*\*\*  
 \* NOTE: IF METER IS MALFUNCTIONING OR  
 \* CONTROL TOTAL DOES NOT AGREE WITH THE  
 \* CONTROL TOTAL ON THE PS FORM 3610 FOR  
 \* THE METER LEAVE AMOUNT TO BE REFUNDED  
 \* AND POSTAGE VALUE BLOCKS BLANK. ENTER  
 \* IN THE REASON FOR WITHDRAWAL BLOCK  
 \* "METER WITHDRAWN DUE TO MALFUNCTION -  
 \* SEE ATTACHED LETTER. NO REFUND CREDIT  
 \* MADE PER PART 147.251 AND 144.364 OF  
 \* DMM." (SEE PARAGRAPH 400.1.b.(2) OF  
 \* L01)  
 \*\*\*\*\*

PS Form 3533, Feb. 1983 (Reverse) U.S. GOVT PRINTING OFFICE: 1983-475-741

Figure 6-12b. Sample of a Modified PS Form 3533 (Back) For Canceling a Penalty Postage Meter ,

**INSTRUCTIONS:**

- 1 When presented for initial setting, enter readings of each register in columns 3 and 4, respectively, whether zero or otherwise, and include the total thereof in column 8.
- 2 When a meter is presented for re-setting, add the ascending and descending register readings to determine whether the total equals the last entry in column 8.
- 3 If the total of registers does not equal last entry in column 8, meter shall not be reset but shall be removed from service.
- 4 When resetting meter, always use tool furnished by manufacturer for this purpose, unless it is an electrician's meter.
- 5 After resetting, lock meter and apply lead seal. Some electronic meters do not require use of a lead seal.
- 6 Verify entries on this sheet with new readings of registers: (a) Posting in column 7 shall equal total of entries in columns 4 and 5; (b) Posting in column 9 shall equal sum of entries in columns 3 and 4 and also be the same as entry in meter book, Form 360-A.

**INITIALS OF THE CO  
AUTHORIZED TO SET**

INITIALS OF THE COPE OR INDIVIDUAL  
AUTHORIZED TO SET THE METER

Date (1)	Receipt No. (2)	Reading of Registers Before Selling				Impressions or Units Bought (6)	Amount Collected (8)	Descending Register After Selling (7)	Control Total Col. 3 plus Col. 7 (5)	Set by (9)	
		Ascending (3)		Descending (4)							
BROUGHT FORWARD							\$		88000000		
02-01-86	14	8799008		992	200000			200992	90000000	MNA	
02-04-86	29	8998249		1251	200000			201251	92000000	MNA	
02-05-86		9157288		42712	METER SHIPPED TO: PITNEY BOWES, 9006 FAYETTE STREET - BALTIMORE, MD 21220 LANDER REGISTERED NUMBER 345983190						MNA
*****											
* ATTACH THE NAILER' S COPY OF * PS FORM 3806 TO THE PS F * IF MAILED TO MANUFACTUR * METER REPRESENTATIVE PICK * UP FROM THE APO, ATTACH A SI * RECEIPT TO THE PS FORM * PS FORM 3610 MUST BE RETA * THREE (3) YEARS. *****											
CARRIED FORWARD							\$				

\*\*\*\*\*

★ ATTACH THE NAILER'S COPY OF THE ★  
★ PS FORM 3806 TO THE PS FORM 3610 ★  
★ IF MAILED TO MANUFACTURER. IF THE ★  
★ METER REPRESENTATIVE PICKS THE METER ★  
★ UP FROM THE APO, ATTACH A SIGNED ●  
★ RECEIPT TO THE PS FORM 3610. THE \*  
★ PS FORM 3610 MUST BE RETAINED FOR ★  
★ THREE (3) YEARS. ●

\*\*\*\*\*

Figure 6-13. Sample of PS Form 361<sup>(1)</sup> Prepared to Show shipment of Meter Back to Manufacturer.

Postal Service <b>DAILY ACTIVITY RECAP FOR OFFICIAL MAIL</b>							
PRINT COPE'S NAME HERE							
Prepared By (Print) <b>JERRY LUTZ, MSOF</b>		Date <b>11-10-86</b>	Reporting Unit (Include ZIP + 4) <b>APD New York 09123-5000</b>			Finance No.	
						ENTER TOTAL AMOUNT OF PENALTY METER POSTAGE SET ON ALL PS FORMS 3603 SET ON DATE OF REPORT.	
Item	Permit Imprint	Second-Class	Business Reply	Penalty Mail Stamps	Meters	Refunds	TOTAL
Opening Balance							
Revenue					2000.00		2000.00
ENTER TOTAL AMOUNT OF REFUND CREDIT FROM PS FORMS 3533 FOR METERS CHECKED OUT OF SERVICE AND REFUND CREDIT OF SPOILED PENALTY METER POSTAGE PREPARED ON DATE OF REPORT							
Subtotal							
Refunds						186.23	186.23
Adjustments					-100.00		-100.00
ENTER THE TOTAL ADJUSTMENT AMOUNT FROM PS FORMS 3635-G AND PS FORM 1908 RECEIVED FROM THE USPS FOR PENALTY POSTAGE METERS ON THE DATE OF REPORT. THIS FIGURE CAN BE EITHER A POSITIVE OR A NEGATIVE VALUE, THEREFORE A PLUS (+) OR MINUS (-) SIGN IS REQUIRED.							
Activity	Number of Forms						
	3533	3601-A	3603	3633-G (Sec. A)	3633-G (Sec. B)	3634-G (Sec. A)	3634-G (Sec. B)
Meters/Refunds	3633-G	3604	3605	MFR Checkoff or 3533	3635-G/1908		
Permit Imprint	3601/3613/3635-G		3607	3602-G	3608	3635-G/1908	
Second-Class	3601	3610	3611	3641	3641-A	3637-G/1908	
Business Reply	3614/3638-G	3630	3638-G/1908				
						Total No. of Forms	4
FOR THE "NUMBER OF FORMS" SECTION TOTAL THE NUMBER OF EACH TYPE OF FORM (FROM LIST BELOW) AND ENTER THE TOTALS NEXT TO THE CORRESPONDING BOX ON THE PS FORM 3633-G:  PS FORM 3533 (SPOILED METER POSTAGE) PS FORM 3603 PS FORM 3533 (REPLACED/CANCELLED METERS) PS FORMS 3635-G/1908 (METER ADJUSTMENTS)							

Penalty Mailing Statement

Total Number of Penalty Mailing Statements  
(From Form 3000-G, Mailing Statement Register for Penalty Meters)

Requester Number Assigned  
(From Form 3000-G, Mailing Statement Register for Penalty Meters)

PS Form 3633-G, January 1986

Figure 6-14. Sample of Completed PS Form 3633-C, Daily Activity Recap for Official Mail.